

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE SPECIAL MEETING OF COUNCIL**

DATE: Tuesday, January 14, 2025
TIME: 1:00 p.m.
PLACE: Council Chambers, Village Office
495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Fred Talen
Councillor Leo Facio
Councillor Allan Jackson
Councillor Mark Schweinbenz
Councillor Michie Vidal

Chief Administrative Officer, Tyson Koch
Corporate Officer, Amanda Graham
Community Services Manager, Christy Ovens
Planning Consultant, Ken Cossey

ABSENT:

1. CALL TO ORDER

Mayor Talen called the meeting to order at 1:04 p.m.
Mayor Talen acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Facio
Seconded by Councillor Vidal

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
SC-2025-01-01

4. COMMITTEE OF THE WHOLE MEETING – ITEMS FOR DISCUSSION

Moved by Councillor Vidal
Seconded by Councillor Schweinbenz

THAT Council resolve itself into a Committee of the Whole.

**CARRIED
UNANIMOUSLY**
SC-2025-01-02

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- (a) Report of Planning Consultant dated September 9, 2024
Re: Development Approval Information Bylaw No. 1210, 2024

The Planning Consultant provided a review of the Development Approval Information Bylaw.

Discussion ensued on the following:

- Adding charts with estimated allowances for water capacity, sewage and drainage
- Soil contamination
- Development Approval Information Areas – Area C East Sector special planning area
- How a developer determines what capital works are required
- Considerations on displacing tenants and whether this can be addressed in the development process
- Clarification on reports and when they are required
- Clarification on qualifications of qualified professional including years of experience
- Implementing timelines for staff responses to applicants
- Discussions on the wording to ensure the Planner may request information from an applicant at their discretion

Moved by Councillor Facio

THAT third reading of Development Approval Information Bylaw No. 1210, 2024 be rescinded; and

THAT the words “as and when required” be inserted between the words “bylaw” and “which” in section 3.2 so the section states:

*“The Planner may create Terms of Reference for any required Report by reference to subject matters identified in Schedule “A” of this Bylaw, **as and when required**, which is attached to and forms part of this Bylaw.”*

MOTION WITHDRAWN

Moved by Mayor Talen

THAT third reading of Development Approval Information Bylaw No. 1210, 2024 be rescinded.

CARRIED
OPPOSED BY COUNCILLORS FACIO AND JACKSON
COW-2025-01-01

Mayor Talen called the result of the vote, indicating that the motion failed, but upon review it was determined that the motion carried.

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Discussions continued on the intent of the document and whether the Planner has the flexibility to request only reports they feel are necessary as part of an application.

- (b) Verbal Report of Planning Consultant
Re: Draft Development Procedures Bylaw No. 1214, 2025

The Planning Consultant provided an overview and discussion of the changes in the Draft Development Procedures Bylaw.

Council discussed a one year waiting period for revised applications, removing references to newspaper advertisements and replacing them with direct mail-out, calculations for the amount of security required, and development application signage. The Planner advised that an updated draft would be brought before Council at a Regular Council Meeting in the near future.

- (a) Presentation by Corporate Officer
Re: Draft Council Procedure Bylaw No. 1216, 2025

The Corporate Officer presented the Draft Council Procedure Bylaw No. 1216, 2025 including an overview of changes as compared to the current Council Procedure Bylaw No. 1164, 2021.

Discussion ensued on the following:

- Closed meetings and whether to have them at the start or end of a regular order of business, or as a separate meeting
- Question period being at the start or end of the order of business
- Start time for regular Council meetings
- Council members attending closed meetings electronically
- Comparison of new business and notice of motion
- Current correspondence practices
- Process for reconsideration of a motion
- Explanation of late agenda items
- Declarations of conflict of interest
- Verbal reports from Council members during regular meetings

Moved by Councillor Jackson

THAT Council Procedure Bylaw No. 1216, 2025 be introduced and given first reading; and

THAT Council Procedure Bylaw No. 1216, 2025 be given second reading; and

THAT staff be directed to give public notice of Council Procedure Bylaw No. 1216, 2025 in accordance with section 124(3) of the *Community Charter*; and

THAT staff be directed to develop a Council Correspondence Policy.

**CARRIED
UNANIMOUSLY**
COW-2025-01-02

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Moved by Councillor Vidal

THAT the Committee of the Whole rise and report to Council.

**CARRIED
UNANIMOUSLY**
COW-2025-01-03

**Moved by Councillor Facio
Moved by Councillor Schweinbenz**

THAT Council adopt the report of the Committee of the Whole.

**CARRIED
UNANIMOUSLY**
SC-2025-01-03

5. QUESTIONS FROM THE PUBLIC

Questions from the public were entertained.

6. ADJOURNMENT

**Moved by Councillor Facio
Seconded by Councillor Vidal**

THAT the meeting be adjourned at 4:03 pm.

**CARRIED
UNANIMOUSLY**
SC-2025-01-04



Fred Talen
Mayor



Amanda Graham
Corporate Officer